



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 7420.1E

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NSHS BETHESDA INSTRUCTION 7420.1E

From: Commanding Officer

Subj: CIVILIAN TIMEKEEPING, LEAVE, AND PAYROLL ADMINISTRATION

Ref: (a) DFAS-FSA Pensacola/DCPS-UM.02A
(b) DOD FMR 7000.14R
(c) SECNAVINST 7000.11B
(d) Defense Civilian Pay System (DCPS) Training Manual
for Customer Service Representatives (CSR)
(e) CCPO-NWINST 12630.1
(f) NSHSBETHINST 12620.1A
(g) NAVCOMPT Manual, Volume 3

Encl: (1) Civilian Timekeeping Standard Operating Procedures

1. **Purpose.** To provide guidance and establish policy and procedures for timecard completion, submission and correction; assign timekeeping responsibilities; standardize procedures for requesting/approving leave, overtime/compensatory time; and administrative record keeping.

2. **Cancellation.** NSHSBETHINST 7420.1D and NSHSBETHINST 7000.1B

3. **Background.** Per reference (a), the Defense Finance and Accounting Service (DFAS), Operating Location (OPLOC) Pensacola, FL, is designated as the civilian payroll activity. They promulgate current operating procedures for completion and submission of time and attendance reports.

4. **Responsibilities.** The Commanding Officer is responsible for the administration of these functions and has delegated the management of the process to the Director for Resources/Comptroller to ensure effective internal control and accurate timekeeping reporting. Daily supervision is the responsibility of the directors and supervisors at work centers employing civilians throughout the command. The command point-of-contact for timekeeping, leave, and payroll administration is the Command Timekeeper, located at the Accounting Division, Financial Management Department.

5. **Action.** Enclosure (1) has been provided as the guidance to ensure maximum efficiency of operation and minimize the opportunity for fraud, waste, and abuse.

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6. **Applicability**. The procedures contained in references (a) through (g) are applicable to this command. Adherence to these references is mandatory.

A handwritten signature in black ink, appearing to read "D A Wynkoop". The signature is written in a cursive, slightly stylized font.

D. A. WYNKOOP

Distribution:
Lists I

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NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND

CIVILIAN TIMEKEEPING, LEAVE, AND PAYROLL ADMINISTRATION

STANDARD OPERATING PROCEDURES

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**TIMEKEEPING, LEAVE, AND PAYROLL ADMINISTRATION
STANDARD OPERATING PROCEDURES**

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TIMEKEEPING, LEAVE, AND PAYROLL ADMINISTRATION
STANDARD OPERATING PROCEDURES

1. Tour of Duty. Normal working hours at Naval School of Health Sciences, Bethesda, Maryland is from 0730 to 1600, Monday through Friday. However, there are three alternate work schedule programs authorized for this command: the Flexitour, Gliding Schedule, and Compressed Work Schedule (CWS). Employees must comply with the requirement to request for an Alternate Work Schedule.

2. Work Schedule Changes. Directorate timekeepers must complete and submit a Work Schedule Change Form. Sample 2 contains instructions for completing the Work Schedule Change Form and must be submitted on each employee when a change in schedule is anticipated to occur. It is very important that any scheduled change be submitted to the Command Timekeeper as soon as possible so that changes can be entered into the Defense Civilian Payroll System (DCPS) prior to timecards being printed out and distributed for the pay period.

a. Employees who are on the CWS must notify their directorate timekeeper as soon as they request TAD or training. This will assist the timekeeper in preparing the Work Schedule Change Form to change the employee to a basic work schedule during the pay period of TAD or training.

b. Employees working on a CWS who are on TAD or training status will be placed on the basic work schedule for the entire pay period of TAD or training.

c. Employees working on a CWS who attend training locally and are able to return to their work areas after the training may continue to work under CWS to complete their schedule hours.

3. Time and Attendance Procedures. The supervisor will work closely with the Command Timekeeper, Financial Management Department (FMD) to understand and manage civilian timekeeping, leave and payroll administration, being responsible to inform and lead employees concerning related procedures. The information presented in this and the subsequent sections is applicable to most employees in most situations. Be aware that not all variations relative to an employee's grade category and status under the Fair Labor Standards Act (FLSA) can be included without making this instruction too cumbersome. FMD will

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provide additional information or clarify the issue upon request.

a. Timekeeping Records. Time and attendance will be officially approved and recorded through use of sign in/sign out sheets, leave applications, overtime/compensatory time requests and timecards. Authority to approve these forms is established with a supervisor or more senior manager by use of a Timekeeping Certification Authorization (Sample 1). The Command Timekeeper in FMD will be apprised of permanent transfers of authority or information changes. In the absence of the supervisor, such authority will be passed temporarily to another authorized supervisor who has knowledge of their attendance.

b. Work Schedules

(1) The standard work week is five fixed 8-hour days. A number of alternative work schedules (AWS) are available, subject to the nature of an employee's work and the supervisor's approval. One will be established as soon as the employee is hired, and the supervisor will assure adherence to all requirements of the type chosen.

(2) A Work Schedule Change request form (Sample 2) must be submitted to the Command Timekeeper any time an employee's work schedule is changed. If there is a policy change affecting a group, division, department or the whole command, the Comptroller must be consulted at the onset of the approval process.

c. Sign In/Sign Out Sheet Procedures. Sample 3 is recommended as a format, may be locally reproduced and is currently established as the command form.

(1) Employees names will not be pre-printed on this form. Each employee will muster individually. If daily recording is impractical, exception may be allowed if authorized in writing by the Commanding Officer.

(2) Employees will sign in and out in order of arrival and departure. A column is present for annotating leave or other approved absences. Errors will be corrected by drawing a line through incorrect entries so as not to obliterate them.

(3) Review and signed approval of sign in/out sheets will be accomplished by the official most knowledgeable of actual time worked and absence of the employee involved (normally the supervisor). This form should be used as the basis

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for the supervisor's completion and approval of the employee's timecard.

(4) The supervisor will ensure adequate internal controls are in place and tested periodically to rule out waste, fraud and abuse.

d. Breaks

(1) A lunch break is nonwork time for which neither basic nor overtime compensation is payable. One of at least 30 but not more than 60 minutes will be granted and taken in the midst of the normal work schedule, except in emergent situations or special work situations requiring supervisor's approval. An employee should not work more than 6 consecutive hours without a lunch break, and it will not be placed at the beginning or end of a shift to shorten actual time at work.

(2) A rest break is work time for which compensation is payable. These are not required, but may be granted at supervisory discretion if the work situation warrants them. A single rest break will not exceed 20 minutes and the total of such breaks will not exceed 30 minutes a day. Rest breaks will not be placed at the beginning or end of a shift to shorten actual time at work.

(3) The total of lunch and rest breaks in any one workday will not exceed 60 minutes.

e. Timecards. Refer to Sample 4 for Timecard format and Sample 5 for Type Hour Codes. The supervisor should consult the Command Timekeeper in FMD with any concerns or questions beyond this general information. Specific procedures include:

(1) Full-time employees must have a total of 80 normal work hours reported for the two-week pay period. Part-time employees must have the same number of hours reflected on their SF-50 provided by HRO.

(2) Using blue or black ink for all manual entries, except that red ink may be used to cross out pre-printed information where required.

(3) Supporting any change to an employee's work schedule with an approved Work Schedule Change Request (Sample 2), manually annotating the pre-printed cards until the change is incorporated into the payroll system.

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(4) Assuring that appropriate approval and documentation exists to support adjustments to the employee's normal work schedule, i.e. in the case of leave, overtime (OT), compensatory time (CT), etc..

(5) Recording actual versus projected OT/CT, supporting the command timekeeper's entry of actual times on the OT/CT request form and in the payroll accounting system. Any OT/CT occurring between timecard submission and end of pay period will be recorded and submitted the following Monday on a supplemental time card.

(6) Correcting errors occurring prior to submission by lining them out so as not to obliterate them, initialing and making the correct entry above. Erroneous data discovered after approval and submission will be corrected via a signed supplemental timecard.

(7) Reviewing and approving by hand-written signature based on approved entries on a Sign In/Out Sheet.

(8) Submitting timecards to the Command Timekeeper in FMD by 1200 the Thursday preceding the end of the pay period, preparing and approving them as close to that time as possible. These will be in numerical order by sequence number, neatly bound and accompanied by original supporting OT/CT authorizations and work schedule changes.

(9) Notifying the Command Timekeeper in FMD of the permanent departure from the command of an employee so that it may be annotated on the final timecard.

4. Methods of Recording Time and Attendance. Although reference (b) allows for three methods to record time and attendance, this command has chosen the serial sign-in/sign-out sheet method to eliminate variables and simplify the timekeeping process. The following rules apply:

a. A blank sign-in/sign-out sheet will be posted by the code timekeepers prior to each working day in a supervised and accessible area. More than one sign-in/sign-out sheet per floor or Directorate may be posted depending on the location of employees and their supervisors. All signatures on the sign-in/sign-out sheets, and any other time and attendance recording, will be in ink. Sign-in/sign-out sheets with employees names preprinted (whether typed, printed, stamped, written or entered in any other way) on the sheet are not acceptable.

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b. All employees will sign their name and record their time of arrival in order, one right after the other, as shown in Sample (3). Employees, with the exception of personnel on a Gliding Schedule who are tardy for a period of less than 1 hour may be excused (tardiness excused (TEX)) by their supervisor without charge to leave or loss of pay when the employee has a good attendance and punctuality record; and in the judgement of the supervisor, the reason is sufficient, the employee can be spared, and the occasion for such excusal is infrequent.

c. Employees who need to be absent from work for a period of less than one hour during or at the conclusion of the work day may be excused (absence excused (AEX)) without charge to leave or loss of pay when the reason is sufficient, the employee can be spared, and the occasion for such excusal is infrequent. The employee must take the sign-in/sign-out sheet to the supervisor to be initialed when the employee is tardy or wishes to have absences excused. The supervisor must annotate the sign-in/sign-out sheet for the excusal, as shown in Sample 3 explaining the excusal of tardiness or absence, note the amount of time excused and initial the sign-in/sign-out sheet. When the supervisor does not excuse the employee, the employee may apply for and be granted annual leave, sick leave or Leave Without Pay (LWOP) for the period, or the supervisor may charge Absent Without Leave (AWOL).

d. When departing work, employees will sign their name and record their time of departure in the exact order and at the exact time that they depart. They will not leave blank lines between signatures. They will sign out in the order departing, which will not necessarily be on the same line in which they signed in.

e. Supervisors of employees who begin or end their work day away from the command will annotate the employee's location on the sign-in/sign-out sheet, fully noting the reason for not signing in or out on the day worked.

f. Timekeepers will use the daily sign-in/sign-out sheets when completing timecards and for record purposes.

g. Leave must be requested on SF 71, Request for Leave (Sample 6). The SF 71 is obtained from supply and is available in each Directorate. Leave periods (such as sick leave and emergency annual leave) occurring at the end of a pay period must be charged on the submitted timecard. Directorate

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timekeepers must obtain a SF 71 from the employee as soon as the employee returns to work. The leave will be shown in whole hours and minutes.

h. If an employee fails to sign in or out, the Directorate timekeeper must obtain the signature the next working day and make notation on the sign-in/sign-out sheet concerning the failure to sign-in or out.

5. Submission and Review of Timecards

a. Directorate timekeepers must submit timecards and original sign in/out sheets to the Command Timekeeper, Financial Management Department (FMD), with applicable originals of SF 71s, Overtime and Compensatory time requests (NAVCOMPT Form 2282), Federal Employees Notice of Traumatic Injury and Claim for Compensation (SFCA1), copies of Request and Authorization for TDY Travel requests (DD Form 1610), and Active Duty for Training Orders (NAVRES 1571-5) before 1200 on the last Thursday of each pay period.

b. Occasionally, timecards may require submission on the last Wednesday or earlier because of holidays. Timekeepers will submit supplemental timecards to the Command Timekeeper by noon on the Monday following timecard submission for the past pay period.

6. Correcting Timecards. Adjusted leave or correction of erroneous information occurring after timecards are submitted must be accomplished by submitting a supplemental timecard.

a. The information that was preprinted across the top of the original timecard must be printed on the supplemental timecard and the word "SUPPLEMENTAL" must be printed across the portion of the timecard where the daily work schedule will be printed.

b. Applicable timekeeping information for the appropriate day(s) will be inserted as it should have appeared on the original timecard. The new information on the supplemental timecard will completely replace the old timecard information.

7. Comptroller's Responsibilities. Director for Resources/Comptroller is to effect a supportive environment for quality timekeeping, leave and payroll administration by:

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a. Process Oversight/Management

(1) Remaining cognizant of NAVCOMPT Manual and other higher authority requirements and developing related standard procedures for all civilian work centers.

(2) Assuring consistent implementation and continuing compliance across the command through education and customer assistance efforts.

(3) Coordinating with the Command Evaluation Officer to assure an annual internal review of timekeeping procedures and developing a supportive audit checklist.

b. Process Guidance

(1) Keeping this command instruction current and consistent with higher guidance.

(2) Together with Head, Financial Management Department (FMD), providing appropriate and timely education of new employees and quarterly classes for supervisors.

(3) Supporting these efforts with a schedule of customer assist visits that assures procedures in each civilian work center are reviewed at least once each year.

c. Customer Service

(1) Coordinating closely with Head, FMD and employee supervisors to provide the most timely and effective problem resolution services possible.

(2) Strongly encouraging employees to use Direct Deposit/Electronic Funds Transfer (DD/EFT) as the method of choice for receiving pay, as this greatly reduces the opportunity for lost or delayed payments.

d. Timecard Processing

(1) Managing remote entry of timecard data into the payroll accounting system managed by DFAS, OPLOC Pensacola, FL.

(2) Assuring data integrity through insistence on strict compliance with all requirements of reference (a) and a complete accuracy review prior to entry.

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e. Command Representation

(1) Representing the command with respect to timekeeping leave and payroll administration.

(2) Interacting with DFAS OPLOC Pensacola, FL as necessary to address policy or procedural issues.

f. Records Maintenance

(1) Assuring retention of time and attendance, tax and DD/EFT records as necessary or required to support customer service, payroll accounting and audit purposes.

(2) Retaining original timecards and overtime/compensatory time authorizations for three years, and require supervisors to do the same with original civilian muster sheets and leave-requests.

(3) Assuring related files in Financial Management Department (FMD) are secure from unwarranted access for Privacy Act purposes, and require supervisors to do the same.

(4) Retaining timekeeping signature authorization cards on all supervisors and managers with authority to approve time and attendance records, and validating them at least annually in June.

8. Civilian Employee's Responsibilities. Civilian employee has day-to-day timekeeping, leave and payroll responsibilities supported principally by the supervisor. Civilian employee will address a variety of important timekeeping, leave and payroll administration matters immediately upon hire. Head, Human Resources Office (HRO) will include these in the employee indoctrination process, and the Comptroller will provide direct assistance in accomplishing them. They include:

a. Leave. Providing the Command Timekeeper in Financial Management Department (FMD) the final Leave and Earnings Statement (LES) from the previous employment, if in federal civil service there. This permits establishment of tentative leave balances in the payroll system, as it may take some time for official notification to take place. Taking leave is not advised until balances are accurately reflected in successive LESs.

b. Timecards. Receiving a temporary timecard from the Command Timekeeper and providing it to the supervisor for use until preprinted cards are issued through the payroll system.

c. Tax Withholding. Advising the Command Timekeeper of tax withholding preferences by completing a Form W-4. Any later changes will be arranged through FMD.

d. Paydays. Receiving a schedule of paydays from the timekeeper. These are biweekly, normally the first Friday after the end of the pay period.

e. Payment

(1) Strongly considering Direct Deposit/Electronic Funds Transfer (DD/EFT) as the method-of-choice for receiving pay, as this greatly reduces the opportunity for lost or delayed payments. Forms will be provided for making such arrangements with a financial institution. Any later changes will be arranged through FMD. If DD/EFT is not chosen, checks will be mailed to the home address held by DFAS, OPLOC Pensacola, FL.

(2) Informing the supervisor if a check appears lost and three days have passed since normal receipt time. The supervisor will work with the Command timekeeper in FMD to complete a Statement of Non-Receipt or Loss of Check for submission to DFAS. With a career employee, DFAS will normally issue a replacement check via overnight mail to the employee's place of employment. With a temporary employee, DFAS will wait until the U.S. Treasury provides a status on the unavailable check cancellation, which normally takes 6 to 8 weeks. If the employee receives and cashes both the original and replacement checks, and a payroll deduction is required to recoup the funds, interest and an administrative fee will be charged. All of this can be avoided by using DD/EFT.

f. Timekeeping/Leave

(1) Cooperating fully with the supervisor in the routine time-and-attendance and leave administration processes managed at the work center.

(2) Accurately signing in and out upon arrival and departure from work.

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g. Problems. Immediately notifying the supervisor of any timekeeping, leave, payroll or other related problem. The supervisor will work closely with the Command Timekeeper to provide excellent customer service by obtaining timely and effective resolutions to problems as they occur.

9. Supervisor's Responsibilities. Supervisors of Civilian Personnel will institute a supportive environment for quality timekeeping, leave and payroll administration by:

a. Separation of Duties. Having the following functions performed by different individuals as much-as possible to reduce the opportunity for waste, fraud and abuse:

(1) Personnel operations, such as the processing of permanent appointments, promotions and assignments.

(2) Supervising employee performance; certifying time and attendance records; and granting and advancing leave.

(3) Recording and reporting attendance and absences.

b. Payment. Strongly encouraging civilian staff to use Direct Deposit/Electronic Funds Transfer (DD/EFT) as the method-of-choice for receiving pay. Forms will be provided to each employee on check-in for making such arrangements with a financial institution. Any later changes will be arranged through the Command Timekeeper in FMD.

10. Pay/Time Differentials. Various pay or time differentials exist with respect to any employee's grade, status under the Fair Labor Standards Act (FLSA), and scheduled/unscheduled work hour requirements. They include:

a. Overtime Pay. Overtime will be administered by:

(1) Limiting overtime to cases of necessity such as urgent fleet readiness, emergencies, safeguarding life and property, circumstances where cost-savings can be clearly demonstrated. In all cases, the work must not be able to be accomplished during normal working hours. Both annual leave and scheduled overtime should not be authorized during the same pay period. Work to be performed on a holiday will be approved and justified in the same manner as overtime.

(2) Budgeting for overtime that is charged to the command's centrally managed operating target (OPTAR) and must

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stay within that budget. Overtime is payable in 15-minute increments for work in excess of eight hours in a day, performed prior to the beginning or after the end of the employee's regularly scheduled shift, and for hours in excess of 40 hours in an administrative workweek.

(3) Obtaining approval using the Overtime/Compensatory Time Request and Authorization form (Sample 7). This should be prior to the event or, if really not possible, as soon as possible afterwards. The command approving authority will be the Executive Officer or the Commanding Officer via the Director for Resources/Comptroller. The approved requests will be submitted to the Command timekeeper prior to payment of payroll for the period in which overtime was performed.

(4) Understanding that an employee covered by the FLSA, hereafter termed "non-exempt", becomes entitled to overtime compensation for all work which management "suffers or permits" to be performed. It is not necessary for the supervisor to authorize such work, or specifically request that it be performed. If it is known or believed that the work is being performed, it is being "suffered or permitted". This does not in any way diminish supervisory responsibility for ordering or obtaining authorization for overtime work, but adds a responsibility to see that such work is not performed except when payment is intended. Accurate records must be kept of hours worked-by non-exempt employees in the sign in/out sheet. If necessary, they should be directed not to perform work prior to or after established shift hours or during the lunch period unless specifically authorized.

(5) Understanding that call-back overtime is payable when an employee is required to return to duty to perform unscheduled overtime work. A minimum of two hours is payable even though the periods of actual time worked may be extremely brief. If the employee reports for call-back overtime in response to orders from proper authority, but is prevented from working, call-back time is payable. If the employee is called in before a shift starts or asked to stay after it ends, this is not considered call-back. The employee would be entitled overtime pay only for the time prior to or after the shift.

b. Compensatory Time

(1) Compensatory time applies to a graded employee only, except with respect to religious observances, and is earned for occasional or irregular overtime. It is requested and approved

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in the same manner as overtime, and is likewise figured and recorded in 15-minute increment.

(2) A graded or ungraded employee may elect compensatory time for the purpose of taking time off without charge to leave when personal religious beliefs require abstaining from work during certain periods of the workday or workweek. The supervisor will accommodate such a request and work closely with the employee to satisfactorily schedule the compensatory time. The premium pay provisions for overtime work under the FLSA do not apply in this case.

(3) A graded employee whose basic pay is above the maximum scheduled rate for GS-10 may, at the discretion of the supervisor, be paid overtime pay or granted compensatory time off for the irregular or occasional overtime work required to be performed.

(4) A graded employee whose basic pay is at or below the maximum scheduled rate for grade GS-10 is entitled to choose between overtime pay or compensatory time off for all irregular or occasional overtime work required to be performed. The supervisor will establish a definite time schedule affording the opportunity to use the compensatory time so earned.

(5) A non-exempt employee may only elect compensatory time in lieu of overtime by signing a statement to that effect on the OT/CT request form (Sample 7).

(6) Time worked within an employee's scheduled shift on a holiday may not be credited as compensatory time.

(7) The maximum amount of compensatory time that an employee may accumulate is 80 hours. It should be taken before using accumulated annual leave.

(8) Compensatory time for an exempt employee may not be approved when, if it were paid as overtime, it would result in biweekly pay exceeding the maximum scheduled rate for GS-15/10.

(9) Compensatory time not in excess of 80 hours can only be carried forward into the next leave year, if it was earned during the last 30 days of the current leave year and, for an exempt employee, time has been requested off but been denied before it would have been automatically forfeited.

(10) Compensatory time earned by a non-exempt employee cannot be forfeited. If not used, time so earned prior to the last 30 days of the leave year must be paid as overtime at the rate it was earned.

(11) Directors and supervisors will submit one copy of NAVCOMPT Form 2282, Overtime/Compensatory Time Request and Authorization to the Commanding Officer and Executive Officer via the Comptroller. The Commanding Officer and Executive Officer are the only NSHS officials authorized to grant overtime or compensatory time. If a director or supervisor needs an employee(s) to work beyond their regular work day without prior notice, the employee(s) works and a NAVCOMPT Form 2282, Overtime/Compensatory Time Request and Authorization must be completed with an explanation of the circumstances and submitted for approval on the next regular work day.

c. Holiday Pay

(1) Holiday premium pay will be kept at a minimum consistent with operating needs. The supervisor will review work requirements prior to formulating schedules and employ only a minimum number of civilian personnel on holidays or days equivalent to holidays.

(2) Holiday premium is payable for all authorized hours worked on a holiday within an employee's scheduled shift. Minimum pay is two hours, except where exempt employees worked at their own option.

(3) A holiday will not be paid if an employee is in a leave-without-pay (LWOP) status before and after the holiday, or is ordered to work but fails to report.

(4) An ungraded employee on a regular tour of duty and serving under an appointment not limited to 90 days or less, or who has been employed for a continuous period of 90 days under one or more appointments without a break in service, and who is excused from work on a holiday, is entitled to the same rate of pay for that day as if it had been worked.

d. Sunday Premium Pay

(1) A full-time employee is entitled to Sunday premium pay for the full work shift when any part of the regularly scheduled work day falls on Sunday.

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(2) This is not payable for periods of leave or for a part-time or intermittent employee.

e. Environmental Differential Pay. There are several types of environmental pay, including cold work, high work, hazardous work, etc. If two or more types of this pay are applicable, each will be annotated and the highest rate will be paid.

11. Leaves of Absence. Various types of paid absences are available to an employee, with differing requirements for each. An employee will submit a Request for Leave (SF71) for approval by the supervisor for each authorized absence (Sample 6). Leave charged other than compensatory time off and court leave will be recorded in whole hours and minutes. Types of leave include:

a. Annual Leave

(1) Official leave records are maintained by DFAS, OPLOC Pensacola, FL. It publishes a quarterly leave listing for management purposes indicating leave and compensatory time status per employee. It also provides leave status to each employee for each pay period on their Leave and Earnings Statement (LES).

(2) With unscheduled but approved leave, the leave application will be submitted upon the employee's return to duty.

b. Sick Leave

(1) All sick leave absences over three consecutive work days must ordinarily be supported by a medical certificate.

(a) The employee's signed statement explaining the nature of the illness may be accepted when it is unreasonable to require a medical certificate because of a shortage of physicians, remoteness of locality, or because the illness does not require the services of a physician.

(b) When an employee has been notified in writing that a leave application and medical certificate is required for each sick leave absence, the requirement will be reviewed semi-annually with the employee and rescinded in writing when warranted by improvement in the sick leave record.

(c) If the supervisor has reason to believe an employee is abusing sick leave, such action will be taken as dictated by the current union contract.

(2) An employee who becomes ill during a period of annual leave may have the period of illness charged to sick leave and the charge against annual leave reduced accordingly. A request to the supervisor must occur within two days after return to duty. Approved substitutions will be effected by submitting a corrected timecard to the Command Timekeeper.

(3) A maximum of 240 hours per leave year may be advanced an employee for sick leave. Regardless of the length of the absence, a signed leave application and required documentation for advanced sick leave approved by the Commanding Officer will be submitted with a letter to DFAS, OPLOC Pensacola via the Comptroller. The employee does not have to take annual leave before requesting advanced sick leave. However, consideration will be given to taking "use or lose" annual leave to prevent forfeiture of annual leave. If a sick leave balance does not exist, and an authorization for advance sick leave has not been annotated on the timecard, accrued annual leave will be automatically converted to cover the period of absence.

c. Leave for Parental and Family Responsibilities

(1) Sick leave is appropriate for the period of incapacitation for delivery of a child and recuperation afterward. Time required for parental bonding for both mother and father is appropriately charged to annual leave and leave without pay.

(2) Leave for the adoption process, foster parenting, and fulfilling requirements of children with special needs is appropriately charged to annual leave and leave without pay.

(3) Leave for caring for a sick child will normally be charged to annual leave or leave without pay. If the child has a disease for which quarantine is required by public health officials, it may be charged to sick leave.

(4) Time given to other parental and family responsibilities, including care for the elderly and infirm, will be charged to annual leave or leave without pay.

(5) The supervisor will endeavor to strike a proper balance between the needs of the organization and the family

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needs of an employee, keeping in mind that good morale and retention of experienced and productive employees contribute to a healthier organization.

d. Court Leave

(1) Court leave for jury duty is granted permanent and temporary (not intermittent) employees, full and part-time.

(2) When an employee reports for an interview as a prospective juror, the summons must be annotated by the court clerk indicating that they appeared and no fees were paid. This should be retained with the leave application to substantiate the court leave, and a copy provided to the Command Timekeeper in FMD.

(3) When an employee is summoned for jury duty, a Jury duty and Court Attendance Certificate(s) must be completed by the court clerk as to the days served, time excused and amount paid. A copy will be provided promptly to the Command Timekeeper in FMD.

(4) Any fees payable for such services will be turned into the Command Timekeeper. Any payments designated as expenses by the courts or other appropriate authority may be retained. The Command Timekeeper will furnish the voucher with the appropriate accounting data for inclusion with the timecard. Jury fees received by an employee must be turned in within a reasonable period or payroll deductions will be made for compensation due.

(5) An employee who performs jury service on non-work days, or outside the regular tour of duty (times for which federal salary is not paid) is entitled to retain the fees.

(6) If an employee is on annual leave when called for jury service, court leave should be substituted. Fees will not be retained by the employee in these circumstances.

(7) An employee who performs jury service on a holiday falling within the basic tour of duty may retain fees paid, provided regular duties on the holiday would have been excused.

b. Military Leave

(1) Military leave with pay will be granted an

employee who is a reservist of the armed forces or member of the National Guard and must be engaged in active duty or active duty for training. It is not authorized for periods of inactive duty training (usually weekend drills).

(2) Employees eligible for military leave include permanent, temporary indefinite, temporary pending establishment of a register, and term appointment (more than one but less than four years). Employees not eligible for military leave include temporary, intermittent and part-time.

(3) Prior to departure, the employee will provide a copy of the advance orders to the Command Timekeeper in FMD. Within seven days after return from duty, the Command Timekeeper will be provided a certified copy of the completed orders, or other certified documentation indicating duty was performed, and the dates such performance took place.

(4) An employee will not have more than 15 calendar days of military leave in any fiscal year (1 Oct to 30 Sep). Non-workdays occurring within the training period will be counted in the 15 days. Non-workdays occurring at the beginning or end of the training period are not charged.

f. Funeral Leave

(1) An employee will be excused from duty without charge to leave or loss of pay to attend the funeral of an immediate family member killed in line of duty in the armed forces.

(2) Such member includes spouse, children, parent, brother, sister, parent-in-law, son-in-law, daughter-in-law, and any other relative who had resided as a member of the employee's household at the time of entrance into the armed forces.

(3) The length of the excused absence will be determined on the basis of the circumstances of each request, but cannot exceed three work days.

g. Injury Leave

(1) The Federal Employees' Compensation Act (FECA) provides compensation and medical care for all civilian employees for disability due to personal injuries and diseases sustained while in the performance of duty.

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(2) An employee who sustains a job-related traumatic injury is entitled to continuation of regular pay for a period not to exceed 45 calendar days. The supervisor will submit a Form CA-1 to HRO within 24 hours of the occurrence of injury to institute this benefit. In the absence of the CA-1, the employee will be charged sick leave.

(3) A traumatic injury is defined as a wound or other condition of the body caused by internal force, including stress or strain. The injury must be identifiable by time and place of occurrence and member or function of the body affected, and caused by a specific event or incident or series of events, or incidents within a single day or workshift.

(4) Traumatic injuries differ from occupational diseases or illness in that the latter are produced by systemic infections, continued or repeated stress or strain, exposure to toxins, poisons, fumes, etc., or other continued and repeated exposure to conditions of the work environment over a longer period of time. An employee who sustains an occupational disease or illness is not entitled to 45 days continuation of pay.

h. Excused Absence. An excused absence is administratively authorized without loss of pay or charge to leave, as determined by the Commanding Officer. Examples include blood donations, civil defense activities, participation in military funerals, attending conferences or conventions, and representing employee organizations. Official notification will be provided in the event of any mass excused absence.

12. Absence Without Pay. Various types of absence without pay also exist and need to be understood by the supervisor.

a. Leave Without Pay. Leave without pay (LWOP) is a temporary non-pay status and absence from duty. Authorization is a matter of administrative discretion and cannot be demanded by an employee. It is recorded in hours and requires a Notification of Personnel Action (SF-50) for 80 or more consecutive hours.

b. Unauthorized Absence. Unauthorized absence is a non-pay status resulting from a command determination that it will not grant any type of leave, including leave without pay, for a period of absence for which an employee did not obtain advance authorization, or for which a request for leave on the basis of alleged sickness has been denied. It is recorded in minutes and/or hours.

c. Suspension. Suspension is a non-pay disciplinary status.

13. Problem Resolution. The supervisor will require immediate notification by an employee of any timekeeping, leave, payroll or other related problem. The supervisor must work closely with the Command Timekeeper to provide excellent customer service by obtaining as timely and effective a resolution to problems as possible.

14. Records Maintenance. The supervisor will assure retention of time and attendance, tax, and DD/EFT records as necessary or required to support customer service, timecard documentation and audit purposes. Original sign in/sign out sheets and leave requests must be maintained for three years, as well as copies of submitted timecards, the OT/CT requests and work schedule change requests. The security of related files from unwarranted access must be assured for Privacy Act purposes.

a. Each directorate will establish timekeeping procedures that ensure firm supervisory control concerning reporting times, departures times, leave charges, correct timecard completion and compliance with the rules stated herein.

b. In addition, each directorate will authorize one individual and at least one alternate in supervisory positions to certify timecards for their directorate. The certifying official will provide the Command Timekeeper the information with their exact signature on a Timecard Certification Authorization (Sample 1).

c. Timecards must be certified by the employee's supervisor. When the supervisor is absent, the certification will be accomplished by an authorized certifying official the next level up who possesses knowledge of the employee's actual attendance. The timecard certifier must review the sign-in/sign-out sheets and supporting absence documentation prior to signing the timecards.

d. Personnel who certify timecards must fully understand current timekeeping procedures. The Director for Resources/Comptroller will provide timekeeping classes for timecard certifiers at least annually.

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e. The Command Timekeeper in FMD will maintain complete, original back-up files for audit purposes and to substantiate attendance records for each pay period. These files will be held for three years.

f. Each employee will resolve tardiness or excusal with the supervisor when it occurs. The supervisor must ensure that the sign-in/sign-out sheet is annotated correctly for excusal. Additionally, each employee is responsible for ensuring that annual leave is requested in advance and that the timekeeper receives all approved SF 71's for absences.

15. Audit. There will be an annual timekeeping audit conducted by the Command Evaluation Program.

FEB 25

ACTIVITY NAME & ADDRESS (Type or print)

ACTIVITY/DISTRIBUTION CODE

0622A

EFFECTIVE DATE

2 FEB 97

AUTHORIZED INDIVIDUAL

I. M. MANAGER, LCDR, MSC, USN

SIGNATURE & INITIALS OF AUTHORIZED INDIVIDUAL

J. M. Manager

APPROVED BY (CO OR OIC)

I. M. AUTH., CAPT, MSC, USN

J. M. Auth

X NEW AUTHORIZATION

REPLACES AUTHORIZATION FOR

REFER TO:

TIMECARD CERTIFICATION

WORK SCHEDULE CHANGE

NSHSBETHINST 7420.1E

SSN 123 45 6789	NAME EMPLOYEE, I. M.	ACT UIC 0622A	DIST GBJ1
EFF DATE 2 FEB 97	T&A STATUS CODE A	AWS CODE 6	PLAT. ROTAT. CODE LEAVE BLANK

PAY PERIOD TOUR OF DUTY							
	SUN	MON	TUE	WED	THU	FRI	SAT
WK 1	_____	9	9	9	9	9	_____
SHIFT	_____	_____	_____	_____	_____	_____	_____
NGT DIFF	_____	_____	_____	_____	_____	_____	_____
WK 2	_____	9	9	9	8	_____	_____
SHIFT	_____	_____	_____	_____	_____	_____	_____
NGT DIFF	_____	_____	_____	_____	_____	_____	_____

STANDING JOB ORDER NUMBER: 0622A71C1CP

AUTHORIZED SIGNATURE J. M. Manager

DATE SUBMITTED
2 Feb 97

CHECK APPLICABLE SITUATION

NEW EMPLOYEE AND/OR TRANSFER IN EMPLOYEE

PERMANENT CHANGE OF TOUR OF DUTY, T&A STATUS CODE, AWS CODE

PERMANENT CHANGE TO STANDING JOB ORDER NUMBER

PERMANENT CHANGE TO UIC AND/OR DISTRIBUTION CODE. (DO NOT USE FORM TO CREATE NEW DISTRIBUTION CODES)

FORWARD COMPLETED FORMS TO:

Daily **SIGN-IN/OUT SHEET** for Code 01 - RMD

Date: 4 FEB 97

**** NOTE:** Supervisors must initial the following: Admin Leave, tardiness, excused (if authorized, not charged as leave).

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SAMPLE SIGN-IN/SIGN-OUT SHEET EXPLANATIONS

Note: All "In" entries are recorded in order of arrival

Note: All "Out" entries are recorded in order of departure

IN

- (a) Matilda Sunny in
- (b) Taz Mania in
- (c) Minnie Mouse in.
- (d) Baby Jane in
- (e) Betty Botter in
- (f) Clara Clark in
- (g) Pi Wonder in
- (h) Jerry Thompkins eight hours annual leave (approved in advance)
NOTE: The timekeeper will enter receipt of th SF 171
- (i) Cheryl Fright called in sick, Supervisor will sign SF 171 upon return to work.
NOTE: The timekeeper will enter upon receipt of SF 171
- (j) Jessica James on Temporary Additional Duty (TAD). Copy of her orders will be submitted with timecard.

OUT

- (b) Taz Mania out. (working 0630 - 1500)
- (c) Minnie Mouse out. (working Gliding Schedule 0600 - 1730) 8 1/2 hours with-in this time frame
- (d) Baby Jane out.(working Gliding Schedule)
- (f) Clara Clark out at 1502 vice 1511. Supervisor initialled AEX (absence exused) 9 minutes. (working Gliding Schedule)
- (g) Pi Wonder out. (working Gliding Schedule)
- (e) Betty Botter out (working Gliding Schedule)
- (a) Matilda Sunny out. (working Gliding Schedule)
- (h) No "out" entry necessary
- (i) No "out" entry necessary
- (j) No "out" entry necessary

EDD 20

EMPLOYEE

SSN

ACTIVITY COMMAND DISTRIBUTION

UIC

CODE

EMPLOYEE

NAME

EMPLOYEE

NAME

I. M.

TOUR OF DUTY HOURS

ENDING DATE OF PAY PERIOD

PAYROLL SEQUENTIAL NUMBER

SEQ NO

0018

PERIOD ENDING

02/15/97

0700 - 1630

JOB ORDER NUMBER

SUN		MON		TUE		WED		THR		FRI		SAT		SUN		MON		TUE		WED		THR		FRI		SAT		SUN																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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FEB 21

TYPE HOUR CODES

QUICK REFERENCE

CODES

Pay Type Hours

RG - Regular, (Graded)
RF - Regular, First Shift (Ungraded)
RS - Regular, Second Shift (Ungraded)
RT - Regular, Third Shift (Ungraded)
RX - Regular, Emergency Time
OS - Overtime, Scheduled
CU - Overtime, Unscheduled
OX - Overtime, Unscheduled Exception
OC - Overtime, Callback
OA - Additional FLSA Hours
ON - Overtime Scheduled, Not Worked - Court/Military Leave
SG - Sunday Work (Graded)
SF - Sunday Work, First Shift (Ungraded)
SS - Sunday Work, Second Shift (Ungraded)
ST - Sunday Work, Third Shift (Ungraded)
HG - Holiday Work (Graded)
HF - Holiday Work, First Shift (Ungraded)
HS - Holiday Work, Second Shift (Ungraded)
HT - Holiday Work, Third Shift (Ungraded)
HC - Holiday Work, Callback

TYPE HOUR CODES

QUICK REFERENCE
(CONTINUED)CODES

Leave Hours - Paid

LA - Annual

LB - Advanced Annual

LC - Court

LF - Forced Annual

LG - Advanced Sick

LH - Holiday

LI - Military, DC Guard

LJ - Shore

LX - Home

LL - Law Enforcement

LM - Military

LN - Administrative

LP - Annual, Restored #3

LQ - Annual, Restored #2

LR - Annual, Restored #1

LS - Sick

LT - Traumatic Injury (COP)

LV - Excused Absence

LW - Educator, In-School Breaks

LX - Nonwork, Paid (Day of Injury/Death or Sabbatical)

REQUEST FOR LEAVE OR APPROVED ABSENCE

1. NAME (Last, First, Middle Initial) EMPLOYEE, I.A.				2. EMPLOYEE OR SOCIAL SECURITY NUMBER 123-45-6789	
3. ORGANIZATION NSHS BETH RMD					
4. TYPE OF LEAVE/ABSENCE (Check appropriate box(es) below.)	DATE From: To:	TIME From: To:	TOTAL HOURS	5. FAMILY AND MEDICAL LEAVE	
<input type="checkbox"/> Accrued Annual Leave				If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993, please provide the following information:	
<input type="checkbox"/> Restored Annual Leave					
<input checked="" type="checkbox"/> Advance Annual Leave	02	12	02 12 1		
<input type="checkbox"/> Accrued Sick Leave				<input type="checkbox"/> I hereby invoke my entitlement Family and Medical Leave for: <input type="checkbox"/> Birth/Adoption/Foster Care <input type="checkbox"/> Serious Health Condition of Spouse, Son, Daughter, or Parent <input type="checkbox"/> Serious Health Condition of Self	
<input type="checkbox"/> Advance Sick Leave					
Purpose: <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Other <input type="checkbox"/> Care of family member/bereavement, including medical/dental/optical examination of family member					
<input checked="" type="checkbox"/> Compensatory Time Off	02	12	02 12 2	Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the Family and Medical Leave Act of 1993.	
<input type="checkbox"/> Other Paid Absence (Specify in Remarks)					
<input type="checkbox"/> Leave Without Pay					
6. REMARKS: I REQUEST COMPENSATORY TIME INSTEAD OF OVERTIME					
7. CERTIFICATION: I hereby request leave/approved absence from duty as indicated above and certify that such leave/absence is requested for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.					
EMPLOYEE SIGNATURE <i>I.A. Employee</i>				DATE <i>02/10/97</i>	
8. OFFICIAL ACTION ON REQUEST: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (If disapproved, give reason. If annual leave, initiate action to reschedule.)					
SIGNATURE <i>Wonder J.A.</i>				DATE <i>02/10/97</i>	
PRIVACY ACT STATEMENT Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or to the General Services Administration in connection with its responsibilities for records management. Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number, is voluntary, but failure to do so may result in disapproval of this request. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.					

NAVCOMPT FORM 2282 (2-83) (Formerly NAVEXOS 4377) S/N 0104-LF-702-2820